



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT #15282
APO AP 96205-5282

IADK-Z

SEP 01 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #7 – Sponsorship Program

1. Reference:

- a. AR 600-8-8, The Total Army Sponsorship Program, dtd 4 Apr 06
- b. HQDA EXORD 018-12 ISO The Total Army Sponsorship Program (TASP)
- c. EUSA Policy Letter #18 Total Army Sponsorship Program, dtd 26 Sep 11
- d. INSCOM Policy Memorandum #34 Sponsorship Program, dtd 4 May 12

2. Arrival at a new duty station, especially overseas, is a stressful event for a young Soldier and their family. Initial impressions and how we embrace and socialize our new Soldiers, Civilians, and Family Members during this turbulent period will set the tone for their assignment.

3. Above references provide principles of support and standards of service critical to assist Soldiers, DA Civilians, and Family Members to successfully transition in and out of the command.

3. Each battalion commander will establish policies, procedures, and administrative controls for the program IAW the above references that will include annual inspections of their unit's sponsorship program as part of the Command Inspection Program (CIP). All battalions, at a minimum will:

- a. Appoint a sponsor for all incoming personnel Private thru Colonel and Civilians in grade GG-15 and below. Family members who transition without their sponsor will also be offered sponsorship. Assignment of a sponsor does not relieve the first line supervisor or chain of command.

- b. Appoint a coordinator/manager to manage sponsorship for your unit.

- c. Send incoming Soldiers an initial welcome/sponsorship letter signed by the Battalion Commander and/or Command Sergeant Major.

- d. Develop a sponsorship checklist to assist sponsors with newly arrived Soldiers, Civilians and their Families.

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e. Develop a system to receive feedback from new Soldiers and to evaluate the sponsorship program and monitor both the quality and quantity of sponsorship in the unit. This system must, at a minimum, include completion of DA Form 7274 Sponsorship Program Survey as part of in-processing.

f. Ensure sponsorship training is incorporated into the battalion training program.

4. Sponsors will:

a. Write a welcome message or telephone the Soldier/Civilian under their responsibility.

b. Reply to all correspondence received from Soldier/Civilian in a timely manner.

c. Keep the chain of command informed on any changes to report dates/status/etc.

d. Greet and receive Soldier/Civilian upon arrival in the local area.

5. Sponsorship is complete only when the Soldier is assimilated into the unit and community. A properly managed sponsorship program will mitigate many issues associated with the turbulence of PCSing. Sponsors, leaders and commanders must understand that sponsorship is a "people program" that requires strong support from the chain of command in order to be successful and ensure newly arrived Service Members and Civilians are better able to commit themselves to the overall combat readiness.

6. Point of contact for this memorandum is the Brigade S1 at DSN 723-7084.



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Commanding

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